

PSA Meeting
Venue: ICT Suite, St James
Monday 20th November 2017

Present: Alastair Brown, Victoria Leamon, Allie Stopler, Jo Garo-Falides, Libby Woolner, Emma Johnston, Sarah Dewey, John Collum-Mills & Cheryl Cracknell, Catherine Wood, Roz Parsons, Kerry Smith, Rachel Preston,

Apologies: Julia Macey, Angie Howard-Tomes, Sandra King, Susie Kirby, Anita Kaur-Simon, Sarah McDonald, Michelle C-E, Clare Shephard,

(CC: Jeremy Payne, Jeremy Broyd, Peter Leddin,)

AB opened meeting with prayer.
RP invited review of

Light Party Disco -Friday 17th November

AS confirmed all went well. Middle one could have done with more helpers especially for tuck shop. However, best takings yet as AS Banked £852.92 plus gave £50 to Rayna for DJ'ing. Suggestion for next time is to maybe split tuck tables to have on either side of the room to help queues. Dismissing also still needs slightly refining in terms of procedure and exits used. PSA gave a big thank you to teachers to for helping signing out.

Next Events

Christmas Craft – Monday 4th December

AH-T Leader – / SD confirmed that AHT had ordered and received all Christmas craft.

EJ / SD went under stage to find glass pens, curling ribbon, any Christmas labels/tags and plastic 'gift' bags and will **report back to AHT so she knows if anything else needs ordering?**

RP to arrange helpers for the day.

Mr B to organise rota with Y6 runners again.

Committee discussed how could we collect money and agreed that £1s can be brought in all week before and put into office with name of child.

Run time: 8:45am – 11:30am

Winter Wonderland – Friday 15th December

This will be Xmas Jumper mufti day with donations for the Chocolate tombola

VL Leader.

VL apologized she will not be able to be present on the day now but will continue to organize prior to the event. RP to take leadership on the day.

RP to arrange a large work party to set up grotto in the morning and hall in the afternoon.

CW has collected 10 Raffle prizes so far for the event and will send list to VL to advertise. **CW confirmed she will also try to get reindeer and unicorn cuddly toys donated for the “Name the...” game.**

VL confirmed...

Santa is booked.

Extra external tables booked at £10 each (to be paid on the day) – Sand Art, Glitter Gifts, Handmade Novelty Sweets & fudge, and Usborne Books;

Committee had lengthy discussion regarding BBQ but agreed to move the Grotto to the library and have the ICT suite as Bar and Refreshments room.

AB agreed to try to organize the staff to run the refreshments. Refreshments potentially being frankfurter sausages, bacon baps, crisps, pretzels, roasted chestnuts??

AB to report back to VL on what they have agreed to do, and if they need purchasing assistance etc?

HH organizing Santa gifts and brought in selection to show the committee. Committee are extremely grateful to HH for organizing this and offered assistance to her for whenever/whatever she needs.

YR-Y4 Christmas Productions - 11th, 12th & 13th December

Mr P had asked if committee could sell mulled wine and mince pies to the queues of parents outside however, committee decided this was too much to organize at this busy time and also this would keep the candlelight service special.

Y5&6 Candlelit Church Service - Monday 18th December

RP buying wine and getting glasses

KS Leading on the night

LW and Roz P helping

Christmas Parties (Christmas gifts) - Tuesday 19th December - & FREE MUFTI

Committee agreed to do same as last year.

SD leader. KS walking Santa round.

Santa to arrive 1:15pm/1:30pm

Games Hampers - £20 for each class and gingerbread man for each child.

Helen Hall to arrange the hampers again.

Sarah Dewey to buy Gingerbread men.

AOB:

- Mr Payne asked if PSA would contribute half of bill to put electricity outside into playground. Total cost is approx. £900 so committee agreed a £450 contribution as this would benefit our events also.
- Mr Broyd said PSA urn is broken. He thinks £30 to fix but committee discussed if purchasing a new larger one might be more beneficial. **SD to look into this and purchase.**
- AHT also confirmed in her prior to meeting update:
“The Class Fundraising through Christmas Cards and gifts etc was very successful for 3rd year running. Michelle should be able to confirm the exact profit but I believe it is in the region of £500 with a late order also being processed”.

NEXT Meeting AGM: Monday 15th January – School Hall

Social for wrapping Changed to: Weds 6th December – Brewhouse Pub